

RICHMOND REFINERY INSTRUCTIONS

SAFETY

APPENDIX III HOT WORK AND GENERAL WORK PERMITS

HOT WORK CHECKLIST FOR OPERATING PLANTS/AREAS

This checklist is to be used to assist in the planning for hot work within operating plant limits. The form should also be use as a daily audit of work in progress. Items checked "yes" in the planning section should be addressed in the work plan or contingency plan.

PLANNING:

- | | <u>Yes</u> | <u>No</u> | (Check "Yes" or "No" for each question.) |
|-----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Is Hot Work in this Operating Plant/Area justified? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Is a dedicated Safety Operator necessary to conduct the job safely? (If "Yes", the Safety Operator must be trained in the operation/use of the testing equipment to be used.) |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Is radio communications between the Fire Watch and the control room needed? |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Does the area contain any water reactive chemicals, or other chemicals, which could present a hazard to FireFighters? |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Is there a potential for sources of vapors from equipment, lines, valves, sewers, sewer vents etc. in the immediate area? |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Are there any leaks that can not be stopped? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Is frequent monitoring of valves, flange or equipment within 25 feet of the Hot Work necessary to ensure that leaks do not develop or become serious? |
| | | | Consider if vapors are most likely to rise, or accumulate low to the ground when answering the following questions. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Are high velocity high volume fans or air movers required to direct potential migrant vapors away from the hot work area? (If electric fans are used they must meet the requirements of Class I, Division I electrical equipment.) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Are fire screens required to contain sparks and slag and to ensure area isolation from potential leaks? |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Is it likely that hydrocarbon spills will run into the hot work area? |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Is it necessary to vent relief systems to a safe location away from the hot work? |

Shift Team Leader Signature / Date

*REVISED: 12/10 (Replaces 12/08)
Certified as current and accurate: 12/10

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EXECUTION OR DAILY AUDITS:

	<u>Yes</u>	<u>No</u>	(In most cases, the answer must be yes to continue the job.)
1.	_____	_____	Have conditions changed from when the Hot Work Package was prepared?
2.	_____	_____	Is the "Hot Work Package" posted at the Jobsite?
3.	_____	_____	Is a copy of the MFG-7625 posted in the control room?
4.	_____	_____	Are all Permits filled out clearly and concisely?
5.	_____	_____	Have all Permit conditions been met and updated?
6.	_____	_____	Is the Fire Watch that is assigned to the job site trained by Chevron Fire Department and familiar with the operation and use of the fire equipment required by the Ignition Source Permit?
7.	_____	_____	Have access and egress routes been reviewed for the Mechanics/Workers and Fire Watch?
8.	_____	_____	Is an evacuation alarm, horn, bell etc. required?
			If Yes, How/where is it activated? _____
			If Yes, Who will activate the device? _____

CHEVRON FIRE DEPARTMENT DAILY AUDITS:

<u>Date / Time</u>	<u>Signature</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*REVISED: 12/10 (Replaces 12/08)
Certified as current and accurate: 12/10

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